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ABSTRACT

This document collects and reports wages paid to workers in occupations of private establishments with 100 or fewer workers in August 1988 in Pima County, Arizona. The first section describes the survey format and sample. Narrative material and data tables provide information on the response rate, employment and wage movements in Pima County, weighted-average wage rate changes by occupational groups and industries, and occupational wage changes in Pima County. The second section presents the industrial wage structures. Wage information is reported for the following seven major industrial classifications: construction; manufacturing; transportation, communications, and public utilities; wholesale trade; retail trade; finance, insurance, and real estate; and services. Within these industries, the job titles are grouped into the occupational categories of managerial, professional, technical, service, maintenance and production, clerical, and sales. A summary occupational table, which contains all the wage data for the county, is provided as an estimate of industry-wide levels. A glossary of definitions of occupations is appended. (YLB)

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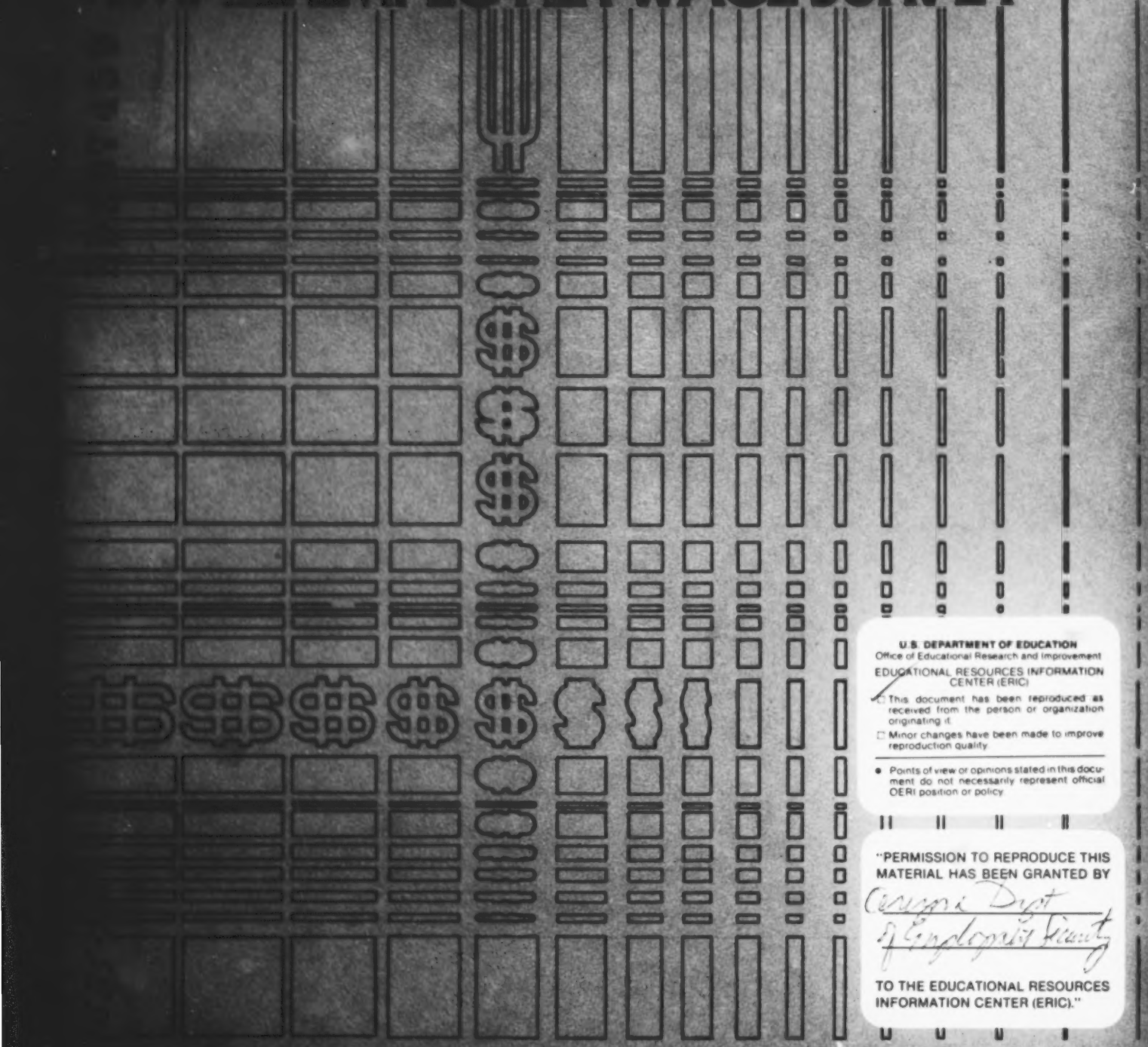
1988 PIMA COUNTY
SMALL EMPLOYER WAGE SURVEY



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PIMA COUNTY
SMALL EMPLOYER
WAGE SURVEY

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PIMA COUNTY
WAGE
STRUCTURE

INTRODUCTION

The average wage of a typical employee of a small business in Pima County increased 6.4 percent to $8.86 per hour for the year ending August 1988. The industries with the largest percentages of weighted average wage level increases were finance, insurance, and real estate (FIRE), 12.8; wholesale trade, 10.4; services, 8.7; and transportation, communications, and public utilities (TCPU), 7.2. The workers in retail trade took home an average of 2.2 percent more for the year. Two industries, construction and manufacturing, recorded lower average wage rates, declining 3.4 and 1.0 percent.

The occupational groups that received larger average wage amounts in August 1988 were managerial, up 10.1 percent; professional, up 6.8 percent; and clerical, up 5.8 percent. The remaining job classes recording percentage increases were service, 5.1, and maintenance and production, 3.4. The technical group of occupations showed no change in its average wage rate. Several large occupational sectors in Pima County in August 1988 recorded low or less average wage levels. The maintenance and production group of the construction industry recorded only a 0.7 percentage increase in its average wage rate for the year, while the same category in the manufacturing sector showed a 2.7 percentage decrease. This same occupational classification reported average wage rate percentage decreases of 4.2 and 1.6 in TCPU and retail trade, and an increase of 0.2 percent in wholesale trade. The service group of occupations, mostly in the food sector of the services industry, decreased 2.8 percent in its average wage rate for the year ending August 1988.

The weighted average wage levels in August 1988 for the occupational categories of small businesses in Pima County were: managerial, $12.81; professional, $13.08; technical, $10.38; service, $4.84; maintenance and production, $7.74; and clerical, $6.73.

SURVEY COVERAGE

The ***Pima County Small Employer Wage Survey*** collects and reports wages paid to workers in occupations of private establishments with 100 or fewer employees. The survey month was August 1988. The data were collected by mail from randomly selected, undisclosed employers in Pima County.

The survey was limited to the major occupations in Pima County as determined from the occupational employment table in the publication, ***Arizona Occupational Employment Forecasts.*** Every effort has been made to insure consistency although the occupational titles are not strictly comparable between the two reports. These occupations account for more than 65 percent of Pima County's nonagricultural wage and salary employment and are representative of the county's occupational structure. This year's all-industry table includes 125 occupational wage levels.

The wage information is reported for the following seven major industrial classifications: (1) construction; (2) manufacturing; (3) transportation, communications, and public utilities (TCPU); (4) wholesale trade; (5) retail trade; (6) finance, insurance, and real estate (FIRE); and (7) services. Within these industries, the job titles are grouped into the occupational categories of: managerial, professional, technical, service, maintenance and production, clerical, and sales. A summary occupational table, which combines all the wage data for the county, is provided as an estimate of industry-wide levels.

FORMAT OF THE SURVEY

Eight separate survey forms have been developed to accomodate the differing occupational structures in the industries. To reduce the length of the survey form and to make it easier to complete, each form contains only the dominant occupations for that industry. The eight survey questionnaires contain many of the same occupational titles because many of the job classifications are common to a variety of firms in both the manufacturing and nonmanufacturing sectors.

The following information was requested for each occupation:

Number of full-time employees - defined as individuals who worked 20 or more hours for the reported week and spent at least 50 percent of their work time performing the occupations described duties.

Lowest and highest wage paid - excludes overtime, tips and meals, commissions, and other premium monies. Only cash remuneration and hours worked are included.

Weighted average wage rate - computed by multiplying each pay rate by the number of employees receiving it, totaling the results, and dividing the sum by the total number of employees in that occupation.

Wage period and ***hours.***

DESCRIBING THE SAMPLE

There were a total of 2,834 small private employers in Pima County in the last quarter of 1987, according to the Department of Economic Security's Unemployment Insurance Contribution Employer file. From this listing, 1,837 establishments were canvassed using a random selection procedure which made sure that all of the county's small firms had an equal chance of being surveyed. These 1,837 businesses, employing approximately 68,000 workers, were selected to represent the universe of firms that employ 84,000 people in Pima County. The industrial sample sizes were proportionally stratified according to shares of total employment during the fourth quarter of 1987. The response rates of previous years were also used to determine sample sizes for yielding an adequate and representative amount of data upon which to base occupational and industrial wage estimates.

EDITING THE SURVEY

Wage questionnaires were edited for completeness and accuracy. This included checking for reporting errors and data that may skew averages, and disregarding information on occupations not common to an industry. Also, an analysis of an occupation's wage level in different industries was conducted.

RESPONSE RATES

Responses were received from 415 businesses or 22.6 percent of the surveyed establishments in Pima County. These respondents constitute 14.6 percent of the employers in the universe and an estimated 34.3 percent of its employment.

The response rates of the employers in the various industries correspond closely to the relative employment percentages in the fourth quarter of 1987. This result provides useful comparative wage data, as the overall occupational wage levels are not dominated by the wages paid in any one industry. Since this pattern has continued for the last five years, the industrial and occupational wage structures for these periods can be compared with some confidence.

TABLE 1. INDUSTRY RESPONSE AND EMPLOYMENT RATES

	Respondents		Fourth Quarter, 1987
	Number	Employment Percent	Industry Employment Rates
Mining	3	0.8	0.6
Construction	66	15.0	15.5
Manufacturing	37	9.3	8.9
TCPU	13	3.4	4.1
Wholesale Trade	25	6.3	6.9
Retail Trade	115	26.4	27.4
FIRE	27	7.0	6.1
Services	129	31.8	30.5
Total	415	100.0	100.0

TCPU = Transportation, Communications, and Public Utilities
FIRE = Finance, Insurance, and Real Estate

The estimated employment for the universe and the number of survey respondents are shown below. The greater the response, the more reliable are the wage level estimates.

TABLE 2. ESTIMATED EMPLOYMENT OF UNIVERSE AND RESPONDENT FIRMS

	Universe Estimated Employment	Total Employment Of Respondents	Respondents As A Percentage Of Universe
Mining	505	225	44.6
Construction	13,055	4,350	33.3
Manufacturing	7,485	2,695	36.0
TCPU	3,460	975	28.2
Wholesale Trade	5,820	1,835	31.3
Retail Trade	23,075	7,625	33.0
FIRE	5,160	2,025	39.2
Services	25,730	9,195	35.7
TOTAL	84,290	28,925	34.3

TCPU = Transportation, Communications, and Public Utilities
FIRE = Finance, Insurance, and Real Estate

EMPLOYMENT AND WAGE MOVEMENTS IN PIMA COUNTY

The employment of the industries in Pima County for 1988 and the preceding four years is shown in the following table.

TABLE 3. AUGUST EMPLOYMENT IN PIMA COUNTY (000s)

	1984	1985	1986	1987	1988
Mining	3.2	2.3	1.6	1.6	1.8
Construction	18.7	21.9	22.1	19.6	18.6
Manufacturing	29.7	32.3	31.7	31.1	30.2
TCPU	9.1	9.5	9.4	9.5	9.4
Wholesale Trade	6.9	7.3	7.7	7.7	8.3
Retail Trade	39.9	43.9	45.1	46.8	48.5
FIRE	10.3	11.7	11.9	12.8	12.2
Services	51.2	56.6	60.7	64.0	66.0
TOTAL	169.0	185.5	190.2	193.1	195.0
Civilian Labor Force	280.7	282.4	297.6	298.4	308.6
Unemployment	11.2	14.5	17.4	14.6	16.5
Unemployment Rate Seasonally Adjusted	3.9	5.0	5.7	4.8	5.3

TCPU = Transportation, Communications, and Public Utilities
FIRE - Finance, Insurance, and Real Estate

From August 1987 to August 1988, nonagricultural employment in Pima County grew only 1 percent, slowing from a low 1.5 percent increase for the previous year. This small growth followed a large 28 percent employment increase from 1983 to 1987, led by the services and finance, insurance, and real estate industries, with gains of 40 and 39 percent. Retail trade, wholesale trade, and TCPU employment grew in the mid-20 percent range for this same four-year period. Manufacturing employment recorded the lowest gain for this four-year period, up 16 percent.

For the year ending August 1988, four of the eight industries of Pima County recorded employment increases. The mining industry recorded its first employment growth since 1982, increasing about 200 during the year. The three other industrial employment increases occurred in wholesale and retail trade, up 7.8 and 3.6 percents and services, up 3.1 percent. For the second year in a row, the two goods-producing industries, construction and manufacturing, recorded decreases in employment of 5.1 and 2.6 percents. The TCPU sector decreased in employment by 1.1 percent. The FIRE industry, troubled by the real estate sector primarily, declined 4.7 percent. The civilian labor force recorded a 3.4 percent increase, up from a 0.3 percent growth

the previous year. A large number of these labor force entrants were not able to find employment. The total number of unemployed increased to 16,500 from 14,600, and the unemployment rate went from 4.8 to 5.3 for the year ending August 1988.

The two industrial sectors in Pima County enjoying relative good health over the last three or four years, trade and services, have been the principal industries behind the county's employment growth since 1985. For the year ending August 1988, wholesale trade led all industries in employment growth, up 7.8 percent. This industry also recorded a large increase in overall weighted average wage level, 10.4 percent. This higher average wage rate was primarily due to large rises in the average wage levels of its occupational categories of managerial and clerical, 10.5 and 9.8 percents. This industry's maintenance and production category of occupations went up only 0.2 percent.

The second largest employment growth in Pima County in 1988 occurred in the retail trade industry. This industry increased 3.6 percent in employment for the year ending August 1988. This large employment growth pattern began in 1984. The industry's average wage level did not fare as well as that of wholesale trade, increasing only 2.2 percent for the year. The industry's service group of occupations led its average wage rate rise, up 5.1 percent. The managerial and clerical classes of occupations recorded increases of only 1.4 and 0.8 percent in average wage levels. The maintenance and production group of occupations in this industry declined 1.6 percent in its average wage rate.

Employment in the services industry increased 3.6 percent during the year. This industry's strong employment growth pattern began in 1977. The industry's overall average wage rate increased 8.7 percent, led by the managerial and maintenance and production groups of occupations' average' wage levels, up 20.4 and 5.8 percents for the year. Average wage levels went down 2.8 percent for the service group and up 0.8 percent for the clerical group.

TCPU dropped 1.1 percent in employment for the year ending August 1988. This industry's employment, after rising over 25 percent from 1983 to 1985, has returned to the 1985 level. The average wage level increased 7.2 percent for the year ending August 1988. The average wage rate of this industry's clerical group of occupations increased 2.6 percent, while its maintenance and production category decreased 4.2 percent.

The manufacturing industry of Pima County decreased in employment for the third year in a row, recording a 2.6 percent drop. This industry's employment peaked in August of 1985. Nearly the entire employment loss since that time has occurred in the durable sector. This industry's average wage level also declined 1.0 percent for the year. This drop was principally due to a 16.6 percent decrease in the average wage level of the professional group of occupations and a 2.7 percent decline for the maintenance and production category. The managerial and clerical groups, however, recorded increases of 5.9 and 3.4 percents in average wage levels.

FIRE, after increasing in employment since 1983, recorded a large 4.7 percent drop for the year ending August 1988. The troubled real estate sector is finally taking its toll. However, these establishments enjoyed the largest increase in its overall average wage rate for the year ending August 1988 of all the businesses in Pima County, recording a 12.8 percent rise. This industry's clerical group of occupations showed a 4.8 percent increase in average wage level.

During 1988, Pima County's construction industry continued the employment decline begun in 1986. From August of 1987 to 1988, employment decreased 5.1 percent, following a 11.3 percent decline in the previous year. The construction industry's future in Pima County remains cloudy as the overbuilt situation and high interest rates remain. This industry's average wage rate also declined for the year, dropping 3.4 percent. This was largely due to the managerial and maintenance and production classes of occupations, which recorded a decrease of 7.2 percent and a small increase of 0.7 percent in average wage levels. The average wage rate for the clerical group rose 1.4 percent for the year ending August 1988.

WEIGHTED AVERAGE WAGE RATE CHANGES

The percentage changes in the total weighted average wage levels in Table 4 were calculated for the same occupations for which there was an adequate number of respondents in both 1987 and 1988. The average wage level totals of the same occupations' groups and industries for the last two years are compared. The occupational or industrial groups' weighted average wage level movements cam be used instead of individual occupations' wage level changes.

TABLE 4. TOTAL WEIGHTED AVERAGE WAGE CHANGES OF OCCUPATIONAL GROUPS AND INDUSTRIES

Occupational Groups	1987-88	Industries	1987-88
Managerial	10.1%	Construction	-3.4%
Professional	6.8	Manufacturing	-1.0
Technical	---	TCPU	7.2
Service	5.1	Wholesale Trade	10.4
Maintenance and Production	3.4	Retail Trade	2.2
Clerical	5.8	FIRE	12.8
All	6.4	Services	8.7

TCPU = Transportation, Communications, and Public Utilities
FIRE = Finance, Insurance, and Real Estate

OCCUPATIONAL WAGE CHANGES IN PIMA COUNTY

The weighted average wage rate reflects the various wage levels paid in the employment sector and the number of people whose earnings are included. A change in the average wage rate may indicate the changing mix or number of employees in an occupation as well as the general health of an industry. A reported decrease in this rate may result from a significant growth in an industry's or occupation's employment, produced by many new hires at entry or lower wage levels. Early retirement will cause a decline of the number of higher paid workers within an industry and occupation. A scarcity of prospective employees, as occurs with a low unemployment rate, may increase the weighted average wage level. A large reduction of short-duration workers with lower wage levels will raise a reported weighted average wage rate.

Economic influences on wage levels, reflected in business decisions, are interest rates, foreign and local market competition, and governmental and union policy decisions. Also influencing wage rates are consumer attitudes and the business outlook. Lastly, other determinants of wage level movements are changes in the population of an area and its mix and in the labor force and its mix.

Competitive wage rate areas with a rapidly growing population, increasing number of people moving into and out of the labor force, differing industrial predominance, and changing unemployment patterns will also have varying wage levels. Maricopa and Pima counties fit this dynamic pattern.

Seventeen of the 35 occupations in Pima County which recorded lower average wage levels from August of 1987 to 1988 were in the maintenance and production occupational category. Most of these occupations are in the construction and manufacturing industries. The list includes: auto service station attendant; cement mason/finisher; diesel mechanic, heavy; dry wall applicator;

electronics assembler; industrial garage worker; maintenance mechanic; packager; photoengraver; pipe fitter (plumber); plasterer; production assembler; repairman; sales route driver; sheet metal worker; truck driver, heavy; and warehouse worker. Other occupations which dropped in average wage rates for this year were: accountant, accounting clerk, bookkeeper, chef, electronic engineer, mechanical engineering technician, payroll clerk, production supervisor, EDP programmer, purchasing officer, real estate sales agent, and teller.

Eighty-one of the 116 occupations reported in both 1987 and 1988 showed higher average wage rates. Twenty-four increased 10 percent or more in average wage levels for the year ending August 1988. These were: hotel/motel manager, manager trainee, personnel analyst/officer; loan officer, registered nurse, and training specialist; laboratory tester; meat cutter and short order cook; auto body repairer, building maintenance repairer, EDP computer operator, custodial worker, electrician, product assembler, and welder; executive secretary, order clerk, order filler, personnel aide, switchboard operator, and word processing machine operator; insurance sales agent and parts counter person.

TABLE 5. COMPARATIVE INDUSTRIAL OCCUPATIONAL AVERAGE WAGE LEVELS

	All Industry	Constr.	Manuf.	TCPU
Accountant	$11.79	$10.60	$ 8.09	$15.06
Bookkeeper	7.82	7.83	7.13	8.19
Branch Manager	19.20	23.71	22.70	
Clerk	5.78	6.12	5.44	6.86
EDP Computer Operator	8.38			
Custodial Worker	6.20		5.21	5.89
Dispatcher	7.82			8.62
General Salesperson	9.02	10.27	13.14	13.90
Maintenance Mechanic	8.83	8.81	8.86	8.85
Office Manager	11.94	11.72	10.95	12.59
Painter	8.07	8.37	7.02	
Purchasing Officer	10.46	9.94	10.00	
Receptionist	5.75	5.89	5.51	4.62
Sales Manager	12.88	14.86	13.76	
Secretary	7.11	6.98	6.61	6.27
Sheet Metal Worker	9.92	10.75	9.22	
Shipping and Receiving Clerk	5.83		5.56	
Truck Driver, Light	6.40	6.37	6.64	
All Survey-Reported Occupations	8.86	10.39	9.03	9.33

	Wholesale Trade	Retail Trade	FIRE	Services
Accountant			$12.41	
Bookkeeper	$ 7.56	$ 7.66	7.87	$ 8.07
Branch Manager	19.69	9.76		
Clerk	6.55	5.24	5.46	5.58
EDP Computer Operator	8.20		10.20	8.53
Custodial Worker	6.47	5.33	7.96	5.39
Dispatcher	7.81			5.57
General Salesperson	9.52	6.17		6.79
Maintenance Mechanic				
Office Manager	12.71		12.72	10.40
Painter				
Purchasing Officer				
Receptionist	5.71	4.64	5.84	5.96
Sales Manager		13.06		11.43
Secretary	6.26	7.05	6.46	7.52
Sheet Metal Worker				
Shipping and Receiving Clerk	6.68	5.17		
Truck Driver, Light	7.05	5.27		
All Survey-Reported Occupations	9.11	6.45	9.91	8.04

TCPU = Transportation, Communications, and Public Utilities
FIRE = Finance, Insurance, and Real Estate

INDUSTRIAL
WAGE
STRUCTURES

SMALL EMPLOYER WAGE SURVEY
PIMA COUNTY - AUGUST 1988
ALL INDUSTRY

Occupation	Wages Paid Low	Wages Paid Weighted Average	Wages Paid High	Firms Responding	Employees In Occupation
MANAGERIAL					
Auto Service Manager	$ 4.36	$10.21	$16.83	8	10
Branch Manager	3.75	19.20	45.00	38	45
Construction Superintendent	8.00	15.33	36.00	46	119
Controller	7.00	15.87	36.00	22	23
Credit Manager	9.86	11.86	13.00	3	3
Hotel and Motel Manager	7.69	21.18	45.19	5	6
Machine Shop Supervisor	7.50	13.77	21.68	6	6
Manager Trainee	6.00	8.67	12.50	7	12
Office Manager	5.50	11.94	31.51	83	100
Parts (Department) Manager	5.81	9.25	17.31	16	28
Personnel Analyst/Officer	5.84	14.07	24.30	18	24
Plant (General) Manager	7.50	18.33	36.06	50	57
Production Supervisor	4.00	10.58	18.27	22	38
Restaurant and Coffee Shop Manager	4.00	7.66	16.25	34	60
Retail Store Manager	2.34	9.51	23.08	31	51
Sales Manager	3.35	12.88	29.10	45	68
Service Manager	6.25	9.78	13.75	15	15
Warehouse Supervisor	6.06	9.41	14.42	24	27
Wholesaler	8.19	13.96	25.00	8	11
PROFESSIONAL					
Accountant	5.00	11.79	20.19	24	32
Architect	10.00	17.46	31.23	6	18
Buyer	3.14	9.22	34.09	22	39
Counseler	5.10	10.34	13.63	3	16
EDP Systems Analyst	6.00	12.82	27.50	10	16
Electronic Engineer	7.00	13.34	21.49	4	5
Licensed Practical Nurse	5.75	8.88	16.00	10	31
Loan Officer	5.98	10.88	36.06	7	36
Mechanical Engineer	10.00	14.81	23.13	5	6
Purchasing Officer	5.00	10.46	23.08	27	31
Real Estate Appraiser	7.34	17.86	27.17	4	19
Registered Nurse	6.69	18.10	30.00	14	70
Training Specialist	5.35	14.12	22.80	4	23
TECHNICAL					
Drafter (Draftsman)	5.50	9.46	15.63	24	45
Electronic Technician	7.50	10.30	13.78	6	18
Estimator	2.50	13.04	26.75	49	73
Laboratory Tester	6.50	10.65	12.72	5	13
Librarian	6.92	8.96	11.15	3	3
Mechanical Engineering Technician	7.00	9.87	15.38	3	28

SMALL EMPLOYER WAGE SURVEY
PIMA COUNTY - AUGUST 1988
ALL INDUSTRY (Continued)

Occupation	Wages Paid Low	Wages Paid Weighted Average	Wages Paid High	Firms Responding	Employees In Occupation
SERVICE					
Bartender	$ 3.35	$ 4.45	$ 7.50	33	93
Chef	4.00	9.52	19.71	22	33
Cook	2.50	5.23	9.38	49	174
Cook Helper	2.50	4.01	6.00	18	58
Counter Attendant	3.35	3.82	6.00	16	145
Dining Room Attendant	2.00	3.14	5.38	21	111
Host/Hostess	3.35	5.04	10.00	21	50
Housekeeping Cleaner	3.35	4.15	6.50	11	49
Kitchen Helper	2.50	3.87	5.75	26	65
Meat Cutter	4.06	7.69	10.00	7	13
Short Order Cook	3.50	4.59	6.00	8	38
Waiter/Waitress	1.50	2.62	6.00	38	316
MAINTENANCE AND PRODUCTION					
Auto Car-Wash Attendant	3.35	4.21	7.50	7	50
Auto Mechanic	4.00	8.17	17.79	12	63
Auto-Body Repairer	8.75	12.85	22.50	3	19
Auto Service Station Attendant	3.35	4.07	6.50	5	64
Bagger	2.85	3.30	3.50	3	5
Building Maintenance Repairer	3.35	6.43	11.54	12	14
Bulldozer Operator	6.00	10.92	16.90	6	18
Bus Driver	4.10	5.02	6.00	4	5
Carpenter	5.00	9.67	17.00	11	160
Cement Mason and Concrete Finisher	7.00	10.09	13.50	6	43
Custodial Worker	3.35	6.20	17.19	58	111
Day-Care Center Worker	3.15	4.66	12.49	6	101
Diesel Mechanic-Heavy	4.68	9.31	13.00	9	14
Diesel Mechanic	7.93	11.63	13.11	3	12
Dry Wall Applicator	4.00	9.75	14.00	3	25
EDP Computer Operator	4.50	8.38	17.31	19	34
Electrician	4.50	12.11	20.40	8	127
Electronics Assembler	3.35	4.41	9.00	5	55
General Laborer	3.35	6.34	20.00	47	431
Groundskeeper	3.50	6.16	9.61	5	19
Industrial Garage Worker	3.35	5.16	9.63	8	22
Industrial Truck (Forklift) Operator	4.50	7.70	12.74	13	32
Inspector	3.50	8.03	14.50	9	30

SMALL EMPLOYER WAGE SURVEY
PIMA COUNTY - AUGUST 1988
ALL INDUSTRY (Continued)

Occupation	Wages Paid Low	Wages Paid Weighted Average	Wages Paid High	Firms Responding	Employees In Occupation
MAINTENANCE AND PRODUCTION (Continued)					
Line Erector (Lineman)	$8.33	$13.97	$20.72	4	24
Machinist	3.75	9.06	16.00	7	48
Maintenance Mechanic	3.50	8.83	15.62	34	65
Material Handler	3.75	6.45	10.50	19	62
Nursing Assistant	3.65	5.59	8.50	10	95
Packager	3.35	4.37	6.75	9	26
Painter	4.00	8.07	13.00	10	49
Photoengraver	5.49	10.05	16.30	7	30
Pipe Fitter (Plumber)	6.00	9.71	18.50	10	92
Plasterer	5.00	9.09	15.50	7	44
Printing Press Operator	4.50	9.15	13.00	8	35
Product Assembler	3.50	6.99	9.15	7	30
Production Assembler	3.40	4.85	12.50	11	142
Repairman	4.00	7.34	11.90	6	13
Sales Route Driver (Routeman)	3.35	6.38	16.30	15	65
Saw Operator	4.00	6.48	9.75	8	14
Sheet Metal Worker	5.00	9.92	21.39	16	171
Tool and Die Maker	6.25	8.56	11.75	3	14
Truck Driver, Heavy	5.00	7.96	12.00	32	101
Truck Driver, Light	3.35	6.40	12.00	45	118
Warehouse Worker	3.50	5.69	11.00	30	68
Welder	5.00	8.80	13.50	11	29
CLERICAL					
Accounting Clerk	4.25	6.75	10.10	36	47
Bookkeeper	3.50	7.82	16.50	209	316
Cashier	3.25	4.62	11.25	35	98
Clerk	2.88	5.78	10.00	75	131
Collector-Bill and Account	5.00	7.35	10.50	11	16
Dispatcher	4.00	7.82	16.35	17	29
EDP Keypunch Operator	4.85	6.83	9.10	5	19
Executive Secretary	6.50	9.90	18.75	16	18
File Clerk	3.35	5.55	8.40	13	17
Motel/Hotel Desk Clerk	3.35	4.82	7.50	7	25
Legal Secretary	5.77	9.69	13.37	5	41
Medical Secretary	5.25	7.92	9.00	4	10
Order Clerk	4.10	6.93	12.00	17	26
Order Filler	4.25	6.11	10.88	4	17
Payroll Clerk	4.25	7.14	11.93	29	33
Personnel Aide	4.00	7.58	11.93	8	11

SMALL EMPLOYER WAGE SURVEY
PIMA COUNTY - AUGUST 1988
ALL INDUSTRY (Continued)

Occupation	Wages Paid Low	Wages Paid Weighted Average	Wages Paid High	Firms Responding	Employees In Occupation
CLERICAL (Continued)					
Production Clerk	$ 5.50	$ 8.25	$15.29	6	7
Receptionist	3.35	5.75	10.00	110	140
Secretary	4.00	7.11	16.35	114	194
Shipping and Receiving Clerk	3.50	5.83	9.60	33	46
Stock Clerk, Self-Service Store	3.25	4.00	5.62	4	35
Stock/Inventory Clerk	3.60	5.60	7.75	7	7
Switchboard Operator	4.00	5.33	10.50	10	46
Teller	4.82	6.05	8.70	8	42
Word Processing Machine Operator	4.25	7.70	11.00	16	23
SALES					
General Salesperson	3.35	9.02	30.28	49	213
Insurance Sales Agent	5.81	22.43	56.41	4	36
Parts Counter Person	4.00	7.85	16.25	20	81
Real Estate Sales Agent	6.75	12.04	28.85	5	9
Sales Agent	3.35	5.57	14.88	20	117

SMALL EMPLOYER WAGE SURVEY
PIMA COUNTY - AUGUST 1988
CONSTRUCTION

Occupation	Wages Paid Low	Wages Paid Weighted Average	Wages Paid High	Firms Responding	Employees In Occupation
MANAGERIAL					
Branch Manager	$11.00	$23.71	$45.00	13	14
Construction Superintendent	8.00	15.30	36.00	45	118
Controller	7.00	15.28	36.00	11	11
Office Manager	5.50	11.72	30.00	24	26
Plant (General) Manager	10.25	18.21	29.40	13	15
Sales Manager	8.75	14.86	23.33	6	6
PROFESSIONAL					
Accountant	7.00	10.60	15.63	5	6
Purchasing Officer	5.29	9.94	16.25	10	10
TECHNICAL					
Drafter (Draftsman)	6.25	8.51	12.00	4	8
Estimator	2.50	13.43	26.75	40	62
MAINTENANCE AND PRODUCTION					
Bulldozer Operator	6.00	10.92	16.90	6	18
Carpenter	5.00	9.67	17.00	11	160
Cement Mason/Finisher	7.00	10.09	13.50	6	43
Diesel Mechanic - Heavy	7.51	10.08	12.89	5	5
Dry Wall Applicator	4.00	9.75	14.00	3	25
Electrician	4.50	12.10	20.40	7	126
General Laborer	3.35	6.38	20.00	44	423
Maintenance Mechanic	4.08	8.81	15.62	17	35
Painter	4.00	8.37	13.00	4	38
Pipe Fitter (Plumber)	6.00	9.54	18.50	9	84
Plasterer	5.00	9.09	15.50	7	44
Sheet Metal Worker	5.00	10.75	21.39	9	78
Truck Driver, Heavy	5.00	8.42	12.00	14	32
Truck Driver, Light	4.00	6.37	12.00	7	13
Warehouse Worker	3.50	6.41	11.00	13	21
Welder	7.50	10.13	13.50	3	4
CLERICAL					
Bookkeeper	3.50	7.83	12.00	30	34
Clerk	4.50	6.12	10.00	7	9
Payroll Clerk	4.50	7.02	9.00	14	16
Receptionist	4.00	5.89	7.00	21	22
Secretary	4.50	6.98	12.37	19	24
SALES					
General Salesperson	9.00	10.27	12.50	3	10

SMALL EMPLOYER WAGE SURVEY
PIMA COUNTY - AUGUST 1988
MANUFACTURING

Occupation	Wages Paid Low	Wages Paid Weighted Average	Wages Paid High	Firms Responding	Employees In Occupation
MANAGERIAL					
Branch Manager	$10.50	$22.70	$38.46	9	10
Controller	10.00	16.41	21.63	11	12
Machine Shop Supervisor	7.50	13.77	21.68	6	6
Office Manager	6.00	10.95	17.31	15	18
Plant (General) Manager	7.50	18.42	36.06	29	34
Production Supervisor	4.00	10.59	18.27	21	37
Sales Manager	8.00	13.76	21.38	11	11
Warehouse Supervisor	6.49	9.10	12.17	9	10
PROFESSIONAL					
Accountant	5.00	8.09	10.13	4	5
EDP Systems Analyst	6.00	8.63	11.25	3	3
Electronic Engineer	7.00	13.34	21.49	4	5
Mechanical Engineer	10.00	14.81	23.13	5	6
Purchasing Officer	5.00	10.00	23.08	14	18
TECHNICAL					
Drafter (Draftsman)	5.53	9.67	15.63	9	11
Electronic Technician	7.50	10.30	13.78	6	18
Estimator	5.00	11.17	15.85	8	10
MAINTENANCE AND PRODUCTION					
Custodial Worker	3.75	5.21	6.50	9	11
Electronics Assembler	3.35	4.41	9.00	5	55
Industrial Truck (Forklift) Operator	4.50	6.82	10.00	8	19
Inspector	3.50	8.03	14.50	9	30
Machinist	3.75	8.41	13.60	6	36
Maintenance Mechanic	5.24	8.86	12.72	12	21
Material Handler	4.00	5.51	8.00	7	13
Packager	3.35	4.37	6.75	9	26
Painter	4.15	7.02	13.00	6	11
Photoengraver	5.49	10.05	16.30	7	30
Printing Press Operator	4.50	9.11	13.00	7	34
Product Assembler	3.50	6.99	9.15	7	30
Production Assembler	3.40	4.85	12.50	11	142
Saw Operator	4.00	6.31	9.25	7	12
Sheet Metal Worker	5.00	9.22	12.75	7	93
Tool and Die Maker	6.25	8.56	11.75	3	14
Truck Driver, Heavy	6.00	7.46	10.00	6	14
Truck Driver, Light	4.00	6.64	10.10	11	17
Welder	5.00	8.68	13.50	7	22

SMALL EMPLOYER WAGE SURVEY
PIMA COUNTY - AUGUST 1988
MANUFACTURING (Continued)

Occupation	Wages Paid Low	Wages Paid Weighted Average	Wages Paid High	Firms Responding	Employees In Occupation
CLERICAL					
Accounting Clerk	$ 5.00	$ 6.68	$10.10	14	18
Bookkeeper	5.00	7.13	11.26	19	24
Clerk	3.35	5.44	6.85	11	16
Executive Secretary	7.25	9.69	11.35	4	4
File Clerk	3.60	5.69	7.69	3	4
Order Clerk	4.10	6.24	8.00	8	8
Payroll Clerk	5.00	6.19	7.75	4	5
Production Clerk	5.50	8.25	15.29	6	7
Receptionist	3.50	5.51	8.25	13	17
Secretary	4.25	6.61	10.25	9	13
Shipping and Receiving Clerk	3.50	5.56	9.00	12	16
SALES					
General Salesperson	6.88	13.14	23.63	10	19

SMALL EMPLOYER WAGE SURVEY
PIMA COUNTY - AUGUST 1988
TRANSPORTATION, COMMUNICATIONS, AND PUBLIC UTILITIES

Occupation	Wages Paid Low	Wages Paid Weighted Average	Wages Paid High	Firms Responding	Employees In Occupation
MANAGERIAL					
Office Manager	$ 7.21	$12.59	$20.77	11	14
Personnel Analyst/Officer	5.84	14.59	22.28	4	6
PROFESSIONAL					
Accountant	12.61	15.06	16.65	4	4
MAINTENANCE AND PRODUCTION					
Custodial Worker	4.00	5.89	6.96	3	3
Diesel Mechanic, Heavy	8.00	10.58	13.00	3	6
Maintenance Mechanic	3.50	8.85	15.37	5	9
Material Handler	4.50	6.75	7.75	5	28
Truck Driver, Heavy	8.22	9.03	10.76	3	23
CLERICAL					
Bookkeeper	6.25	8.19	12.36	9	13
Clerk	4.25	6.86	8.12	6	10
Dispatcher	4.00	8.62	16.35	6	12
Executive Secretary	8.09	9.88	12.25	5	5
Payroll Clerk	4.25	7.64	11.93	3	4
Receptionist	3.35	4.62	5.90	6	6
Secretary	4.16	6.27	8.86	5	9
SALES					
General Salesperson	4.33	13.90	28.85	4	20

SMALL EMPLOYER WAGE SURVEY
PIMA COUNTY - AUGUST 1988
WHOLESALE TRADE

Occupation	Wages Paid Low	Weighted Average	High	Firms Responding	Employees In Occupation
MANAGERIAL					
Branch Manager	$ 6.88	$19.69	$40.63	7	8
Office Manager	8.00	12.71	31.51	12	16
Parts (Department) Manager	5.81	9.04	13.55	6	14
Plant (General) Manager	8.79	18.44	26.34	7	7
Service Manager	7.65	10.61	13.44	4	4
Warehouse Supervisor	6.06	9.46	14.42	12	14
Wholesaler	8.19	13.96	25.00	8	11
PROFESSIONAL					
Buyer	6.20	10.60	34.09	9	18
EDP Systems Analyst	9.88	15.22	27.50	3	7
MAINTENANCE AND PRODUCTION					
Custodial Worker	3.35	6.47	17.19	4	6
Diesel Mechanic	7.93	11.63	13.11	3	12
EDP Computer Operator	4.50	8.20	15.89	6	6
Material Handler	3.75	6.62	10.50	7	21
Sales Route Driver (Routeman)	4.00	5.97	10.80	5	14
Truck Driver, Heavy	5.00	6.95	9.75	4	21
Truck Driver, Light	3.35	7.05	10.35	12	46
CLERICAL					
Bookkeeper	5.00	7.56	11.11	19	26
Cashier	5.30	6.96	9.51	5	7
Clerk	4.25	6.55	9.80	7	15
Dispatcher	5.00	7.81	11.25	6	7
File Clerk	4.50	5.06	5.75	3	4
Order Clerk	5.25	7.95	12.00	5	10
Order Filler	4.25	5.41	7.65	3	13
Payroll Clerk	6.83	8.59	10.00	3	3
Receptionist	4.50	5.71	7.50	8	9
Secretary	4.00	6.26	8.00	10	13
Shipping and Receiving Clerk	3.60	6.68	9.60	11	16
SALES					
General Salesperson	3.45	9.52	30.28	16	81
Parts Counter Person	4.00	7.64	12.59	12	55

SMALL EMPLOYER WAGE SURVEY
PIMA COUNTY - AUGUST 1988
RETAIL TRADE INDUSTRY

Occupation	Wages Paid Low	Wages Paid Weighted Average	Wages Paid High	Firms Responding	Employees In Occupation
MANAGERIAL					
Auto Service Manager	$ 4.36	$10.21	$16.83	8	10
Branch Manager	3.75	9.76	18.27	8	12
Parts (Department) Manager	5.81	9.45	17.31	8	12
Personnel Analyst/Officer	5.85	14.11	24.30	6	9
Restaurant/Coffee Shop Manager	4.00	7.66	16.25	34	60
Retail Store Manager	2.34	9.51	23.08	31	51
Sales Manager	4.38	13.06	29.10	14	25
Service Manager	6.25	8.93	11.50	5	5
PROFESSIONAL					
Buyer	3.14	8.05	20.19	13	21
SERVICE					
Bartender	3.35	4.42	7.50	21	53
Chef	4.00	8.58	18.46	13	20
Cook	2.50	5.14	9.38	27	101
Cook Helper	2.50	4.01	6.00	18	58
Counter Attendant	3.35	3.82	6.00	16	145
Dining Room Attendant	2.00	2.88	5.00	14	67
Host/Hostess	3.35	4.94	10.00	15	24
Kitchen Helper	2.50	3.92	5.75	19	53
Meat Cutter	4.06	7.69	10.00	7	13
Short Order Cook	3.50	4.58	6.00	7	37
Waiter/Waitress	1.50	2.46	5.00	28	265
MAINTENANCE AND PRODUCTION					
Auto Mechanic	4.50	8.34	17.79	9	52
Auto Service Station Attendant	3.35	4.07	6.50	5	64
Bagger	2.85	3.30	3.50	3	5
Custodial Worker	3.50	5.33	8.14	16	20
Industrial Garage Worker	3.35	5.34	7.00	4	8
Repairman	4.00	7.21	11.90	4	8
Sales Route Driver (Routeman)	4.25	6.73	16.30	7	31
Truck Driver, Heavy	5.00	6.33	7.81	3	7
Truck Driver, Light	3.50	5.27	7.54	11	29
Warehouse Worker	3.50	5.34	9.23	16	46
CLERICAL					
Accounting Clerk	4.25	6.79	10.00	22	29
Bookkeeper	3.75	7.66	14.00	37	86
Cashier	3.25	4.44	11.25	30	91
Clerk	2.88	5.24	6.38	4	7
File Clerk	3.35	5.71	8.40	7	9

SMALL EMPLOYER WAGE SURVEY
PIMA COUNTY - AUGUST 1988
RETAIL TRADE INDUSTRY (Continued)

Occupation	Wages Paid Low	Wages Paid Weighted Average	Wages Paid High	Firms Responding	Employees In Occupation
CLERICAL (Continued)					
Order Clerk	$ 4.50	$ 6.34	$ 8.41	4	8
Payroll Clerk	5.00	7.16	10.71	5	5
Receptionist	3.60	4.64	5.50	5	6
Secretary	4.95	7.05	10.00	11	12
Shipping and Receiving Clerk	3.50	5.17	7.75	10	14
Stock Clerk, Self-Service Store	3.25	4.00	5.62	4	35
Stock/Inventory Clerk	3.60	5.60	7.75	7	7
SALES					
General Salesperson	3.35	6.17	18.46	13	69
Parts Counter Person	4.50	8.26	16.25	7	25
Sales Agent	3.35	5.57	14.88	20	117

SMALL EMPLOYER WAGE SURVEY
PIMA COUNTY - AUGUST 1988
FINANCE, INSURANCE, AND REAL ESTATE

Occupation	Wages Paid Low	Wages Paid Weighted Average	Wages Paid High	Firms Responding	Employees In Occupation
MANAGERIAL					
Office Manager	$ 6.71	$12.72	$19.79	13	18
PROFESSIONAL					
Accountant	5.00	12.41	20.19	10	13
Loan Officer	5.98	10.88	36.06	7	36
Real Estate Appraiser	7.34	17.86	27.17	4	19
MAINTENANCE AND PRODUCTION					
Custodial Worker	4.50	7.96	15.63	8	33
EDP Computer Operator	6.66	10.20	17.31	3	7
CLERICAL					
Bookkeeper	5.98	7.87	10.77	15	22
Clerk	4.00	5.46	6.73	6	10
Collector, Bill and Account	6.30	7.11	8.89	3	6
Executive Secretary	8.00	9.26	10.53	5	7
Receptionist	3.65	5.84	10.00	14	20
Secretary	4.69	6.46	8.97	6	25
Switchboard Operator	4.50	6.70	10.50	4	7
Teller	4.82	6.05	8.70	8	42
Word Processor Machine Operator	5.08	7.17	10.63	6	9
SALES					
Insurance Sales Agent	5.81	22.43	54.61	4	36
Real Estate Sales Agent	6.75	12.04	28.85	5	9

SMALL EMPLOYER WAGE SURVEY
PIMA COUNTY - AUGUST 1988
SERVICES INDUSTRY

Occupation	Wages Paid Low	Wages Paid Weighted Average	Wages Paid High	Firms Responding	Employees In Occupation
MANAGERIAL					
Hotel/Motel Manager	$ 7.69	$21.18	$45.19	5	6
Manager Trainee	6.00	8.67	12.50	7	12
Office Manager	7.00	10.40	15.70	7	7
Personnel Analyst/Officer	10.10	13.06	14.14	4	5
Sales Manager	3.35	11.43	22.12	14	18
Service Manager	7.50	9.17	13.00	5	5
PROFESSIONAL					
Architect	10.00	17.66	31.23	5	16
Counseler	5.10	10.34	13.63	3	16
Licensed Practical Nurse	5.75	8.88	16.00	10	31
Registered Nurse	6.69	18.10	30.00	14	70
Training Specialist	5.35	14.12	22.80	4	23
TECHNICAL					
Drafter (Draftsman)	5.50	9.50	14.50	9	24
Laboratory Tester	6.50	10.10	12.00	3	8
Librarian	6.92	8.96	11.15	3	3
SERVICE					
Bartender	3.35	4.50	7.00	12	40
Chef	5.00	10.96	19.71	9	13
Cook	3.35	5.36	8.00	22	73
Dining Room Attendant	2.75	3.54	5.38	7	44
Host/Hostess	3.50	5.14	9.09	6	26
Housekeeping Cleaner	3.35	4.15	6.50	11	49
Kitchen Helper	3.35	3.63	4.40	7	12
Waiter/Waitress	2.01	3.46	6.00	10	51
MAINTENANCE AND PRODUCTION					
Auto Car-Wash Attendant	3.35	4.21	7.50	7	50
Auto Mechanic	4.00	7.38	9.45	3	11
Building Maintenance Repairer	3.35	6.43	11.54	12	14
Bus Driver	5.00	5.33	6.00	3	3
Custodial Worker	3.50	5.39	10.00	18	38
Day-Care Center Worker	3.15	4.66	12.49	6	101
EDP Computer Operator	6.50	8.53	11.44	5	7
Groundskeeper	3.50	6.16	9.61	5	19
Nursing Assistant	3.65	5.59	8.50	10	95
Sales Route Driver (Routeman)	3.35	6.11	10.00	3	20

SMALL EMPLOYER WAGE SURVEY
PIMA COUNTY - AUGUST 1988
SERVICES INDUSTRY (Continued)

Occupation	Wages Paid Low	Wages Paid Weighted Average	Wages Paid High	Firms Responding	Employees In Occupation
CLERICAL					
Bookkeeper	$ 4.00	$ 8.07	$16.50	77	108
Clerk	3.35	5.58	8.65	33	62
Collector, Bill and Account	5.00	7.53	8.75	5	5
Dispatcher	4.00	5.57	7.00	3	8
Hotel/Motel Desk Clerk	3.35	4.82	7.50	7	25
Legal Secretary	5.77	9.69	13.37	5	41
Medical Secretary	5.25	7.92	9.00	4	10
Personnel Aide	4.00	7.11	11.22	3	5
Receptionist	3.50	5.96	9.26	42	59
Secretary	4.50	7.52	16.35	53	96
Switchboard Operator	4.00	4.86	9.13	4	37
Word Processing Machine Operator	4.25	8.33	11.00	9	13
SALES					
General Salesperson	3.75	6.79	15.00	3	14

GLOSSARY
OF
OCCUPATIONS'
DEFINITIONS

(Nine digit Code is a Dictionary of Occupational Titles (DOT) Number)

MANAGERIAL

Automotive Service Manager (620.261-018)
Inspects and tests automobiles and trucks to determine need for and cost of repairs. May make minor adjustments or repairs.

Branch Manager (183.117-010)
Coordinates and directs production, distribution, and marketing operations for branch or for an assigned territory of industrial organization. Coordinates warehousing and selling activities in accordance with company policy.

Construction Superintendent (182.167-026)
Directs activities of workers concerned with construction of buildings, dams, highways, pipelines, or other construction projects. Studies specifications, orders tools and materials at specified times, inspects and directs progress of workers on site.

Controller (186.117-014)
Directs financial affairs of an organization. Prepares financial analyses for establishing major economic objectives and policies for company.

Credit Manager (186.167-022)
Manages credit and collection functions of an organization. Investigates financial standing of prospective customers, reviews credit limitations, and supervises collection of bad accounts.

Hotel/Motel Manager (320.137-014)
Manages and maintains lodging facilities. Does not include apartments and boarding homes.

Machine Shop Supervisor (609.130-010)
Supervises and coordinates activities of workers engaged in production machining of metal workpieces.

Manager Trainee (189.167-018)
Performs assigned duties, depending on nature of organization, to gain knowledge and experience for promotion to management position. In absence of manager, may assume supervisory position.

Office Manager (169.167-034)
Coordinates, analyzes, evaluates, and establishes activities of clerical personnel in office operations and procedures in an establishment or organization.

Parts (Department) Manager (185.167-038)
Manages retail or wholesale automotive parts establishment or department of a repair shop or service station.

Personnel Analyst/Officer (166.267-018)
Collects, analyzes, and prepares occupational information to facilitate personnel administration. Observes and/or interviews workers, and evaluates work force for maintenance of personnel policy and classification criteria.

Plant (General) Manager (183.117-014)
Directs and coordinates, through subordinate supervisory personnel and conferences with management personnel, activities concerned with production of company products, utilizing knowledge of product technology, production methods and procedures, and capabilities of machine and equipment.

Production Supervisor (183.167-018)
Directs and coordinates, through subordinate supervisory personnel, activities of production department(s) in processing materials or manufacturing products.

Restaurant and Coffee Shop Manager (187.167-106)
Coordinates food service activities in hotel, restaurant, coffee shop, or other similar establishment. Estimates costs, confers on menu preparation, and directs hiring and assignment of personnel.

Retail Store Manager (185.167-046)
Manages retail store. Plans and prepares work schedules, formulates pricing polices, coordinates sales promotions, and supervises employees.

Sales Manager (163.167-018)
Directs planning and operations of sales division of an organization.

Service Manager (187.167-142)
Manages machinery, service department, and warehouse. Directs workers, analyzes requests for service, and records repairs.

Warehouse Supervisor (929.137-022)
Supervises and coordinates activities of workers engaged in receiving, transporting, stacking, order filling, shipping, and maintaining stock records in warehouse.

Wholesaler (Sales Manager) (185.167-010)
Manages wholesale trade enterprise engaged in buying merchandise and selling it to retailers or to industrial or commercial consumers. Estimates needs for firm and purchases or authorizes the purchase of stock.

PROFESSIONAL

Accountant (160.167-010)
Directs and coordinates activities of workers engaged in general accounting and/or applies principles of accounting. Prepares and audits the various accounting reports necessary for operation of the organization.

Architect (001.061-010)
Plans and designs structures and organizes services necessary for construction.

Buyer (162.157-018)
Purchases materials and supplies for operational or manufacturing purposes.

Counselor (045.107-010)
Counsels individuals and provides group educational and vocational guidance services through collection, organization, analyses, and appraisals of information obtained through records, tests, interviews, and professional services.

Electronic Engineer (003.061-030)
Conducts research and development concerned with design and manufacturing of electronic circuits and equipment.

Licensed Practical Nurse (079.374-014)
Cares for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions. Keeps records, and treats, observes, and administers the patient.

Loan Officer (186.267-018)
Evaluates applications for loans and lines of credit and either recommends or denies their approval.

Mechanical Engineer (007.061-014)
Performs a variety of engineering work in planning and design of tools, engines, machines, and other mechanically functioning equipment and oversees operation, maintenance, and repair of such equipment.

Purchasing Officer (162.157-038)
Purchases raw materials or other processed goods for processing or machining. Reviews, interviews, and selects vendors in order to keep contracts and/or product-line costs within budgetary limitations.

Registered Nurse (075.374-018)
Contracts to render nursing care in a hospital or private home. Administers medications, treatments, dressings, and other nursing services, according to instructions of physicians and condition of patient.

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EDP Systems Analyst (012.167-066)
Studies and analyzes business procedures, systems, and problems in order to define data and convert it to programmable form for electronic data processing.

Training Specialist (166.227-010)
Prepares and conducts training programs for employees of industrial, commercial, service, or governmental establishments. Confers with management and formulates teaching outlines.

TECHNICAL

Drafter (Draftsman) (007.281-010)
Prepares clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purpose .

Electronic Technician (003.161-010)
Builds, tests, repairs, and modifies developmental and production electronic equipment.

Estimator (160.267-018)
Prepares cost estimates for manufacturing of products, construction projects, or services requested, to aid management in bidding on or determining price of product or service.

Laboratory Tester (029.261-010)
Performs lab tests and prepares results thereof, according to prescribed standards, to determine chemical and physical characteristics for purposes such as quality control, process control, product development, or determining conformity to specifications.

Librarian (100.127-014)
Maintains library collection of books, serial publications, documents, audiovisual, and other materials, and assists groups and individuals in locating and obtaining materials. Furnishes, explains, describes, and searches catalog files and shelves in order to find books and reference material.

Mechanical Engineering Technician (007.161-026)
Develops and tests machinery and equipment, applying knowledge of mechanical engineering technology, through review of project instructions and blueprints. May draft detail drawings; devise, fabricate, and assemble new or modified mechanical assemblies; and set up and conduct tests and analyze results.

SERVICE

Bartender (312.474-010)
Mixes and serves alcoholic and nonalcoholic drinks to patrons of bar, following standard recipes.

Chef (313.131-014)
Supervises, coordinates, and participates in activities of cooks and other kitchen personnel engaged in preparing and cooking foods in hotel, restaurant, cafeteria, or other establishments.

Cook (315.361-010)
Prepares and cooks soups, meats, vegetables, desserts, and other foodstuffs in restaurants.

Cook Helper (317.687-010)
Assists cooks engaged in preparing foods in hotels, restaurants, or ready-to-serve packages.

Counter Attendant (311.477-014)
Serves food to diners seated at counter, in auto, or standing in cafeteria line. May call order to kitchen and pick up and serve order when ready. May accept payment or make up itemized check for service. May prepare sandwiches, salads, and other short order items. May clean counters, wash dishes, and sell cigars and cigarettes.

Dining Room Attendant (311.677-018)
Performs duties to facilitate food service, such as removing dirty dishes from table and replacing soiled table linen.

Host/Hostess (310.137-010)
Welcomes patrons, seats them at tables or in lounge, and ensures quality of facilities and services.

Housekeeping Cleaner (323.687-014)
Cleans rooms and halls in such establishments as hotels, restaurants, and beauty parlors.

Kitchen Helper (318.687-010)
Performs tasks to maintain kitchen work areas and restaurant equipment and utensils in clean and orderly condition.

Meat Cutter (316.684-018)
Cuts and trims meat to size for display or as ordered by customer, using hand tools and power equipment, such as grinder, cubing machine, and powersaw. Cleans and cuts fish and poultry. May shape, lace, tie, wrap, display, weigh, and sell meat.

Short-Order Cook (313.671-010)
Prepares and cooks to order all kinds of foods which require only a short time to prepare.

Waiter/Waitress (311.477-018)
Serves food and/or beverages to patrons at tables and/or counters.

MAINTENANCE AND PRODUCTION

Auto-Body Repairer (807.381-010)
Repairs damaged bodies and body parts of automotive vehicles.

Auto Car-Wash Attendant (915.667-010)
Performs any combination of the following duties in an automatic car wash: vacuuming of interior of auto, driving of auto onto or off of line, window and interior cleaning of auto, and clean-up drying of auto.

Auto Mechanic (620.261-010)
Repairs and overhauls automobiles, buses, trucks, and other gasoline-powered automotive vehicles.

Automobile Service Station Attendant (915.467-010)
Services automobiles, buses, trucks, and other automotive vehicles with fuel, lubricants, and accessories.

Bagger (120.687-014)
Bags groceries in sack or carton. May carry or push groceries in cart. Keeps shopping carts in order. May clean work areas. May price and stock food articles on shelves.

Building-Maintenance Repairer (899.381-010)
Repairs and maintains physical structure of commercial and industrial establishments using hand and power tools.

Bulldozer Operator (850.683-010)
Operates bulldozer to gouge out, level, and distribute earth and to push trees and rocks from land for constructing roads and buildings or planting crops.

Bus Driver (913.463-010)
Drives bus to transport passengers over specified routes to local or distant points according to time schedule.

Carpenter (860.381-022)
Constructs, erects, installs, and repairs structures and fixtures of wood, plywood, and wall, using hand and power tools.

Cement Mason/Concrete Finisher (844.364-010)
Smooths and finishes surfaces of concrete floors, walls, sidewalks, or curbs to specified textures, using hand tools.

EDP Computer Operator (213.362-010)
Monitors and controls electronic computer and peripheral equipment to process business, scientific, engineering, or other data, according to operating instructions. Wires control panel of peripheral equipment.

Custodial Worker (381.687-014)
Keeps premises of office building, apartment house, or other commercial or institutional building in clean and orderly condition. Makes minor repairs, following oral instructions.

Day-Care Center Worker (359.677-018)
Organizes and leads activities of children in nursing schools or in play rooms. Directs children in eating, resting, and toilet training. Maintains discipline.

Diesel Mechanic (625.281-010)
Diagnoses troubles, repairs, and maintains diesel engines of automobiles and trucks.

Diesel Mechanic, Heavy (625.281-020)
Diagnoses troubles, repairs, and maintains diesel engines used to power machines, such as buses, ships, trucks, railroad trains, electric generators, and construction and mining machinery.

Dry Wall Applicator (842.681-010)
Applies plasterboard or other wallboard to ceiling and interior walls of building.

Electrician (824.261-010)
Plans layout, installs, and repairs wiring, electrical fixtures, and control equipment.

Electronics Assembler (726.684-018)
Assembles electronic equipment using electronic testing equipment, hand tools, and power tools.

General Laborer (899.877-010)
Performs a wide variety of unskilled manual tasks requiring both physical strength and coordination.

Groundskeeper (406.684-014)
Maintains grounds of industrial, commercial, or public property.

Industrial Garage Worker (620.684-014)
Assists automobile mechanic in repairing automobiles, buses, trucks, and other automotive vehicles following verbal instructions.

Industrial Truck (Forklift) Operator (921.683-050)
Drives gasoline- or electric-powered industrial truck or tractor, equipped with forklift, elevating platform, or trailer hitch, to push, pull, lift, stack, or tier merchandise, equipment, or bulk material in warehouse, storage yard, or factory.

Inspector (609.684-010)
Inspects materials and products for conformance to specifications, using fixed or preset measuring instruments.

Line Erector (Lineman) (821.361-018)
Installs, maintains, and repairs telephone and telegraph and electrical power lines between installations of industrial plants.

Machinist (600.280-022)
Sets up and operates machine tools, and fits and assembles parts to make or repair metal parts, mechanisms, tools, or machines.

Maintenance Mechanic (638.281-014)
Repairs and maintains machinery and mechanical equipment using hand tools, power tools, and precision measuring and testing instruments.

Material Handler (929.687-030)
Loads, unloads, and conveys materials within or near plant, yard, or worksite.

Nursing Assistant (355.674-014)
Assist in care of hospital patients, under direction of nursing and medical staff, through personal nonmedical service.

Packager (920.685-078)
Packages materials and products by hand or machine.

Painter (840.381-010)
Applies coats of paint, varnish, enamel, or lacquer to decorate and protect surfaces.

Photoengraver (971.381-022)
Photographs copy, develops negatives, and prepares photo sensitized metal plates for use in printing.

Pipe Fitter (Plumber) (862.381-018)
Lays out, fabricates, assembles, installs, and maintains piping and piping systems, fixtures, and equipment for steam, hot water, heating, cooling, lubricating, and industrial processing systems.

Plasterer (842.361-018)
Applies coats of plaster to interior walls, ceilings, and partitions of buildings to produce finished surface according to blueprints, architects' drawings, or oral instructions, using hand tools and portable power tools.

Printing Press Operator (651.362-010)
Makes ready and operates various types of presses to produce printed material.

Product Assembler (706.681-010)
Assembles metal or wood products, partially or completely working at bench or on shop floor.

Production Assembler (706.687-010)
Performs one or more repetitive bench or line assembly operations to mass produce products.

Repairman (723.381-010)
Repairs electrical appliances, such as toasters, cookers, percolators, lamps, irons, vacuum cleaners, fans, and heaters using hand tools and electrical testing instruments. Examines, tests, replaces, adjusts, disassembles, reassembles, and repairs.

Sales Route Driver (Routeman) (292.353-010)
Drives truck over established route to deliver, sell, and display products or render services.

Saw Operator (667.682-022)
Operates various types of saws on production basis to cut wood, metal, and other materials.

Sheet Metal Worker (804.281-010)
Fabricates, assembles, installs, and repairs sheet metal products and equipment.

Tool and Die Maker (601.280-046)
Analyzes variety of specification, lays out metal stock, sets up and operates machine tools, and fits and assembles parts to make and repair metal working dies, cutting tools, jigs, fixtures, etc.

Truck Driver, Heavy (905.663-014)
Drives truck with capacity of more than three tons to transport materials to and from specified destinations.

Truck Driver, Light (906.683-022)
Drives truck with capacity of less than three tons to transport materials to and from specified destinations.

Warehouse Worker (922.687-058)
Performs a combination of tasks to receive, store, and distribute material, tools, equipment, and products within establishment. Conveys, sorts, and places materials; fills requisitions, work orders, or requests for materials, tools, or other stock items. Assembles, marks, opens, weighs, and counts various items.

Welder (819.384-010)
Welds metal parts together, using both gas welding or brazing and any combination of arc welding processes.

CLERICAL

Accounting Clerk (216.482-010)
Performs any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May post to records, total, compute, record, and type.

Bookkeeper (210.382-014)
Keeps records of financial transactions of establishment.

Cashier (211.462-010)
Receives cash from customers or employees in payment for goods or services.

Clerk (203.362-010)
Performs clerical task such as typing, copying, proofreading, and filing, not requiring knowledge of systems or procedures.

Collector, Bill and Account (241.367-010)
Locates, by visit or phone, customers to collect installments or overdue accounts, damage claims, or nonpayable checks. May repossess. May deliver bills.

Dispatcher (249.167-014)
Assigns motor vehicles and drivers for conveyance of freight or passengers and dispatches service or other workers to work site.

Executive Secretary (169.167-014)
Keeps official corporation records and executes administrative policies determined by or in conjunction with other officials. Prepares administrative memoranda; plans conferences; directs preparation of administrative records, notices, documents, resolutions, minutes of meetings; and acts as custodian of corporate documents and records.

File Clerk (206.362-010)
Files, searches, and investigates correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order, or according to subject matter. May use a calculator. May supply written information from file data.

Hotel/Motel Desk Clerk (238.362-010)
Accommodates hotel and motel patrons by registering guests, answering inquiries, transmitting messages, and keeping records.

EDP Keypunch Operator (203.582-030)
Operates alphabetic and numeric keypunch machine, similar to operation of electric typewriter, to transcribe and verify data from source material onto punchcards, paper or magnetic tape, or magnetic cards. Records accounting or statistical data for subsequent processing by automatic or electronic data processing equipment. May tend machines that automatically interpret, sort, merge, or match punchcards into specified groups.

Legal Secretary (201.362-010)
Prepares legal papers and correspondence of legal nature, such as summonses, complaints, motions, and subpoenas. May review law journal and other legal publications pertinent to pending cases.

Medical Secretary (201.362-014)
Performs secretarial duties, taking dictation in shorthand or using transcribing machine, utilizing knowledge of medical terminology and hospital, clinic, or laboratory techniques. Compiles and records medical charts, reports, correspondence, and bills.

Order Clerk (249.367-054)
Processes and edits orders for material or merchandise received by mail, telephone, or personally from customer or company employee.

Order Filler (222.487-014)
Fills customers' mail and telephone orders and marks price of merchandise on order form.

Payroll Clerk (215.482-014)
Computes wages and posts wage data to payroll records, using office machines. May keep attendant wage reports and records. May prepare and distribute pay envelopes.

Personnel Aide (209.362-026)
Compiles, files, and keeps personnel records. Compiles and types reports from employment records. May do attendant personnel procedures.

Production Clerk (221.382-018)
Compiles, records, and reports on data for industrial establishment on consumption of raw materials, quality control, volume, and other aspects of production. Uses customer orders, work tickets, production specification, and individual worker production sheets. Uses office machines.

Receptionist (237.367-038)
Receives callers at establishment, determining nature of business, arranging appointments, and/or directing callers to person called. Maintains records.

Secretary (201.362-030)
Schedules appointments, gives information to callers, takes dictation, types, and otherwise relieves officials of clerical work and minor administrative and business detail.

Shipping and Receiving Clerk (222.387-050)
Receives incoming shipments of merchandise, prepares merchandise for shipment, and keeps pertinent records.

Stock/Inventory Clerk (222.387-058)
Receives, stores, issues, and compiles records of merchandise, equipment, and supplies on hand in establishment or department of establishment.

Switchboard Operator (235.662-022)
Operates cord or cordless switchboard to relay incoming, outgoing, and interoffice calls. May perform clerical duties and receive visitors.

Teller (211.362-018)
Receives and pays out money, and keeps records of money and negotiable instruments involved in various bank and financial transactions.

Word Processing Machine Operator (203.362-018)
Full-time operator of an automatic work processor. Types, makes changes to, and retrieves stored material for automatic print out.

SALES

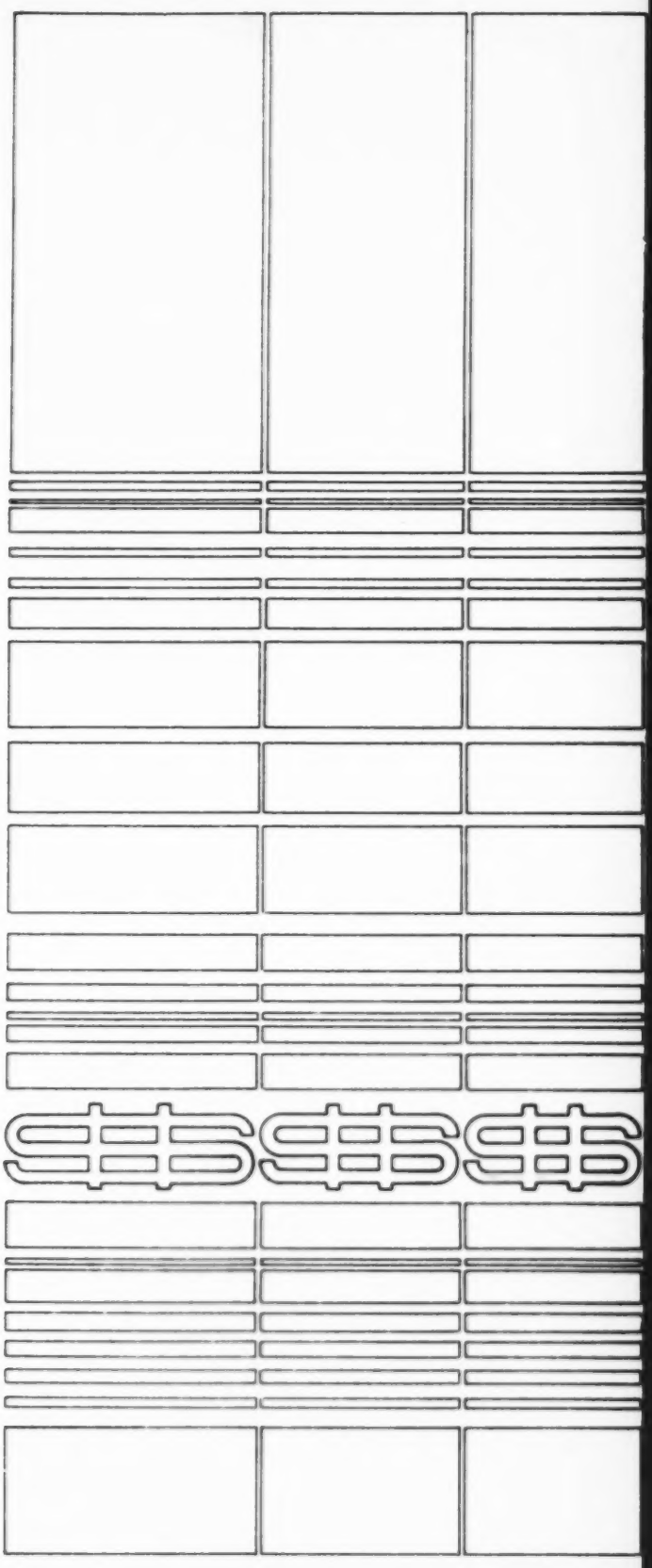
General Salesperson (279.357-054)
Sells variety of commodities by displaying and describing merchandise to prospective customers.

Insurance Sales Agent (250.257-010)
Sells insurance to new and present clients, recommending amount and type of coverage, based on analysis of prospects' circumstances.

Parts Counter Person (279.357-062)
Sells spare and replaceable parts and equipment from behind counter in agency, repair shop, or parts store. Reads catalog and advises customer on parts.

Real Estate Sales Agent (250.357-018)
Rents, buys, and sells property for clients.

Sales Clerk (290.477-014)
Recommends purchases and receives payment for merchandise selected by customer in retail establishment.



Arizona Department of Economic Security
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